



**THE STATE BAR OF CALIFORNIA**  
**COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS**

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180 Howard Street • San Francisco, CA 94105-1639 • (415) 538-2303  
1149 South Hill Street • Los Angeles, CA 90015-2299 • (213) 765-1500

## **REFUND OF FEES POLICY**

The following schedule has been adopted for the refund of fees associated with the filing of the Registration form, an Application to Take the California Bar Examination, an Application to Take the First-Year Law Students' Examination, an Application for Determination of Moral Character, or an Application for Extension of Determination of Moral Character.

The transfer of fees from one examination to another is prohibited.

### **WITHDRAWALS**

In order for a refund to be processed according to the schedule, an express withdrawal must be in writing and actually received in the State Bar's Office of Admissions no later than the established deadlines. STOPPING PAYMENT ON A CHECK, OR DISHONORING A CHECK, OR DISPUTING A CREDIT CARD CHARGE, DOES NOT CONSTITUTE WITHDRAWING FROM AN EXAMINATION.

#### **Application to Take the California Bar Examination/First-Year Law Students' Examination**

1. Withdrawal of applications and requests for refunds received within 30 days after the deadline for timely filing, both by first time and repeater applicants, will be honored with a 60% refund of all fees paid in conjunction with the subject examination.
2. Withdrawal of applications and requests for refunds received within 45 days after the deadline for timely filing, by first time applicants, will be honored with a 30% refund of all fees paid in conjunction with the subject examination. This deadline also applies to those applicants who have previously taken an examination but who did not take the most recent examination. Withdrawal of applications and requests for refunds received within 35 days after the deadline for timely filing by applicants seeking to repeat the examination having been unsuccessful on the examination last administered preceding the examination into which current admission was sought will be honored with a 30% refund of all fees paid in conjunction with the subject examination.
3. Requests for refunds filed in excess of 45 days after the deadline for timely filing, by first time applicants, and applicants who have previously taken an examination but who did not take the most recent examination, will not be considered.

Requests for refunds filed in excess of 35 days after the deadline for timely filing by applicants seeking to repeat the examination, having been unsuccessful on the examination last administered preceding the examination into which current admission was sought, will not be considered.

### **Application for Determination of Moral Character**

1. Withdrawal of Applications for Determination of Moral Character and requests for refunds received within 30 days after receipt of the Application for Determination of Moral Character will be honored with a 60% refund of all fees paid in conjunction with the Application for Determination of Moral Character.

### **REGISTRATION/EXAMINATION INELIGIBILITY**

1. Applicants for registration found to be ineligible due to either a lack of pre-legal education or a failure to provide proof of admission to another jurisdiction will qualify for a 100% refund of all fees paid in conjunction with registration.

In order for an examination ineligibility refund to be processed according to the schedule, certified transcripts must be received in the State Bar's Office of Admissions no later than the established deadlines, which are published as part of the application materials.

2. Applicants for admission to the General Bar Examination found to be ineligible due to a lack of the requisite legal education will qualify for a 60% refund of all fees paid in conjunction with the subject examination.
3. Applicants for admission to the First-Year Law Students' Examination found to be ineligible due to a lack of the requisite legal education will qualify for a 60% refund of all fees paid in conjunction with the subject examination.

### **DEATH OR PHYSICAL INCAPACITY**

Refunds in the amount of ninety-five percent, 95%, of all fees paid in conjunction with the subject examination will be made according to the following schedule for those situations wherein any of the following prevents an applicant from taking the First-Year Law Students' Examination or the California Bar Examination. In the case of physical incapacity, the refund will be made only in instances of severe, unavoidable and incapacitating circumstances. Documentation relative to death or physical incapacity must accompany any request for refund according to the following schedule.

1. Death, serious illness or disabling injury of a member of the applicant's immediate family that occurred after submittal of an application for the examination but prior to the administration of the subject examination and which death, illness or injury is certified on a copy of a death certificate or the Committee's form;
2. Applicant's serious disabling illness or injury that occurred after submittal of an application for the examination but prior to the administration of the subject examination and which illness or injury is certified on the Committee's form under penalty of perjury; and,
3. Calamitous occurrences involving the applicant such as unanticipated call to active duty in the armed forces, loss of freedom due to terrorist acts, or disorientation due to fire, flood or other severe disaster over which the applicant had no control and the existence of which had not terminated 30 days or less prior to the administration of the subject examination.

#### **APPLICATION ABANDONMENT**

Registrations that are not brought to a complete and accepted status within 60 days of receipt will be abandoned. A registration will be deemed accepted when the requisite fees, signature, and all required documentation verifying eligibility has been provided.

First-Year Law Students' Examination and California Bar Examination applications that are not brought to a complete and filed status within 60 days of receipt, or the final eligibility deadline, will be abandoned. This includes the lack of requisite fee, signature, or required documentation. Once the application is filed, if the applicant receives notice to provide information, but does not provide such information by the final eligibility deadline, the application will be abandoned.

Moral character applications that are not brought to a complete and filed status within 60 days of receipt will be abandoned. This includes the lack of requisite fees, signature, or required documentation. Once the moral character application is in filed status, if the applicant receives notice to provide information, but does not provide such information within 90 days of the request, the application will be abandoned.

No refund of fees will be paid in the event a registration or application is abandoned.

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**REQUEST FOR REFUND OF FEES PURSUANT TO  
COMMITTEE OF BAR EXAMINERS REFUND POLICY**

Pursuant to the Committee of Bar Examiners' (Committee) Refund of Fees policy, 95% of fees paid to take the California Bar Examination or the First-Year Law Students' Examination may be refunded in the event of a death, serious illness or disabling injury of a member of the applicant's immediate family or due an applicant's serious disabling illness or injury that occurred after the application was submitted, but prior to administration of the examination. Refunds may also be available due to an unanticipated call to active duty or other serious events in which an applicant is involved, such as fire, floods, etc. Refer to the Committee's Refund of Fees Policy for further information.

The following form must be completed by the applicant (or other authorized representative) and submitted to the State Bar of California's Office of Admissions in Los Angeles. Following receipt and evaluation, notice of the decision regarding the request will be forwarded within two to four weeks.

Name of Applicant: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Examination for which a refund is being sought: \_\_\_\_\_

Request is related to: ☐ Self    ☐ Immediate Family Member  
(identify relationship: \_\_\_\_\_)

And due to:

☐ Disabling Illness/Injury    ☐ Death    ☐ Other \_\_\_\_\_

On the following page, summarize the nature of your request, (provide as many details as possible, include dates and if due to illness, include diagnosis, duration of illness and/or hospitalization and prognosis.) If more space is need to adequately explain the circumstances related to this request, attach additional pages as necessary.

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A request for a refund of fees due to illness of the applicant or his/her immediate family member must be accompanied by a letter from the treating physician on his/her official letterhead, which includes the doctor's license number, that verifies the information provided above, including the diagnosis, first onset, duration of illness and/or hospital stay, date of the last visit/evaluation, and prognosis. A copy of the death certificate must accompany a request for refund due to death. Any other request must be verified by appropriate, relevant documentation, e.g. assignment orders, insurance claims, etc. Processing of refund requests will be delayed if the appropriate documentation is not submitted with the request.

**I am aware that it is my responsibility to file a complete refund request and understand that processing will be delayed if the information submitted is found to be incomplete. Attached is all relevant original documentation.**

**I hereby declare under penalty of perjury under the law of the State of California that the foregoing statements are true and correct.**

**Executed on:** \_\_\_\_\_ **at:** \_\_\_\_\_  
(Date) (City and State)

**By:** \_\_\_\_\_  
(Signature of Applicant or Other Authorized Representative)